



FSA University
Registration System Reference Guide
March 2002





REGISTRATION SYSTEM OVERVIEW

This guide serves as a resource for users of FSA University's new Registration System, which replaces the current registration website. The Registration System will contain all FSA University training events in a searchable, online catalog and will enable you to register for those events. In addition to registration, the System will show you upcoming FSA workshops, and provide you with your transcript. The System will send you automated email reminders of your upcoming training classes.

In order for the System to provide this information, you must set up a registration account. Setting up the account requires you to provide certain information about yourself (address, email, etc.) and select a username and password. The username and password allow you to log into the System and to get your personal information.

To register for classes, you must enter your username and password on the login page. If you want to search the catalog but do not want to register, you can select the browse option on the login page and view the events listed in the catalog.

When you log into the Registration System, you will enter through a login page that uses an application called Jamcracker. You will see the Jamcracker name on the login screen. If you have problems setting up your registration account or logging in, call the Jamcracker Support Center at the number provided. For questions about workshops, continue to call FSA University.

SYSTEM REFERENCE GUIDE OVERVIEW

This reference guide provides step-by-step instructions for using the Registration System. In addition to this guide, there is an on-line help feature in the System.

The system activities in this reference guide have been grouped into the following categories:

- Set-up
- Prior to conference/workshop
- After attending conference/workshop
- Maintenance

Refer to the table of contents for more details on the activities listed above.



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CREATE A REGISTRATION ACCOUNT

Creating a registration account in the Registration System is a one-time activity that must be completed before registering for an FSA University conference or workshop. By entering your contact and organization information and by creating a personal username and password, you will be given a personal account in the Registration System.

FSA University recommends that you create a registration account when first accessing the Registration System from FSA University's Training Site (<http://www.ed.gov/offices/OSFAP/sfau>). However, it is possible to browse the conference and workshop offerings without creating a registration account.

The focus of this section is to learn:

- How to create a registration account

The following sections should be completed before beginning this section:

- None

To create a registration account:

Step 1: From the FSA University Training site, click on the link to the Registration System.

A login page will appear.



SFA University Registration System Guide

Set-up: Create a Registration Account

The screenshot shows a Microsoft Internet Explorer browser window titled "FSA Central - Microsoft Internet Explorer". The address bar displays a URL from jamcracker.com. The page content includes the FSA University logo, a "Welcome To FSA University" message, and a "User Alert" section. Below this, there is an "Important Notice" about browser requirements. The main content area is divided into two columns. The left column, titled "Already Have A Registration Account?", contains fields for "Username:" and "Password:", a "login" button, and a link "Having trouble logging in?". The right column, titled "New to FSA University?", contains a "Sign Up Now" link and text explaining that users can register for conferences and courses. Below this, it asks "Are you a guest user?" and provides a link to "Browse the Learning Catalog". At the bottom of the right column, it lists technical support and registration information phone numbers and a link to the "FSA Privacy Statement". The footer of the page states "Copyright © 2001 Jamcracker, Inc. All rights reserved".


Step 2: Click on the “Sign Up Now” link to create a registration account in the Registration System.

A “Registration Account Setup” page will appear.



SFA University Registration System Guide

Set-up: Create a Registration Account



Registration Account Setup

Required fields are in blue and bold

Contact Information

Prefix:

First Name:

Middle Name:

Last Name:

Work Phone:

Work Email:

Work Fax:

Organization Information

Organization Name:

Address1:

Address2:

City:

State:

Zip Code:

School Type:

Years of Experience:

Job Title:

OPE ID:

Account Information

Username:
(lowercase)

Password:
(alpha-numeric, at least 6 characters)

Confirm Password:

Security Question:

Security Answer:

[FSA Privacy Statement](#)



Step 3: In the “Contact Information” section, enter your personal contact information.

NOTE: THE REQUIRED FIELDS ARE IN BOLD AND BLUE TEXT.

Step 4: In the “Organization Information” section, enter your organization and address information. Select your school type, years of experience working with financial aid processing, and job title.

NOTE: IF YOUR SCHOOL TYPE OR JOB TITLE ARE NOT LISTED IN THE LIST OF OPTIONS FOR THE “SCHOOL TYPE” OR “JOB TITLE” FIELDS, THEN SELECT THE MOST APPROPRIATE OPTION OR SELECT “OTHER”.

Step 5: In the “Account Information” section in the “Username” field, enter your personal username.

NOTE: THE USERNAME MUST BE BETWEEN 1-20 CHARACTERS IN LENGTH AND LOWERCASE. THERE CAN BE NO SPACES IN THE USERNAME BUT AN UNDERSCORE CAN BE USED.

Step 6: In the “Password” field, enter your personal password.

NOTE: PASSWORDS MUST BE AT LEAST 6 CHARACTERS AND INCLUDE LETTERS AND NUMBERS.

Step 7: In the “Confirm Password” field, enter your personal password again.

Step 8: In the “Security Question” field, select a question from the dropdown menu.

Step 9: In the “Security Answer” field, enter the answer to the question selected in the previous step.

NOTE: MAKE SURE TO REMEMBER WHICH SECURITY QUESTION WAS SELECTED. IF YOU FORGET YOUR USERNAME OR PASSWORD, YOU WILL NEED TO KNOW THIS SECURITY QUESTION AND ANSWER.

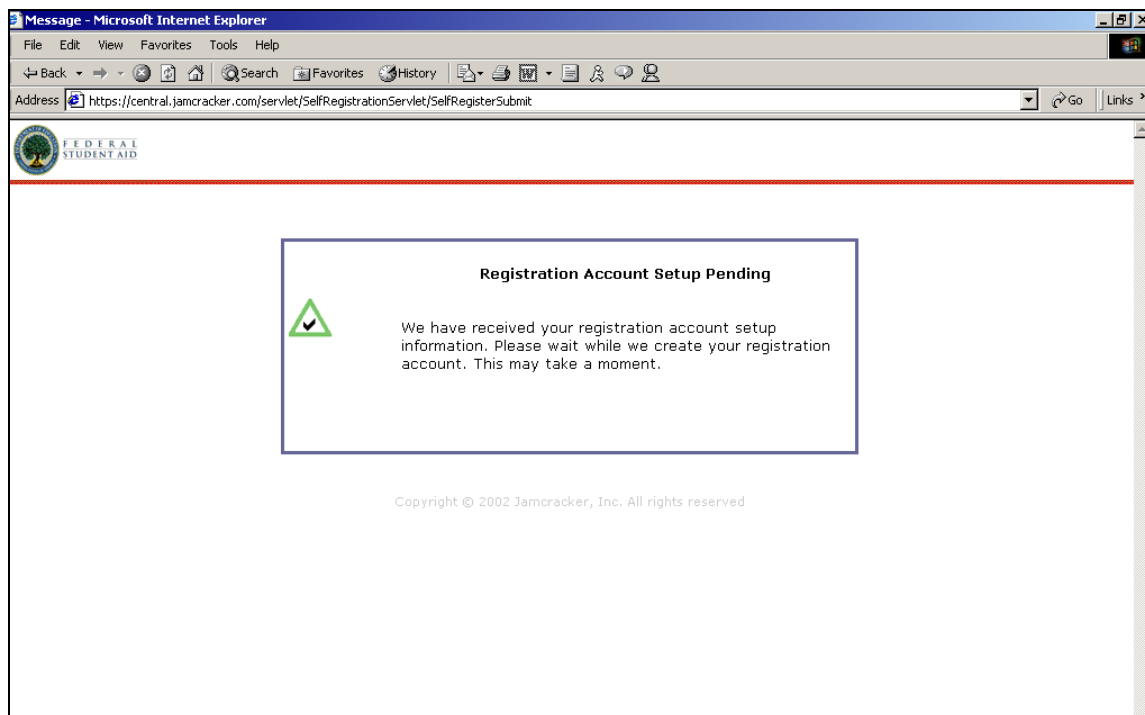
Step 10: Click on the “Submit” button.

A “Registration Account Setup Pending” window will appear.



SFA University Registration System Guide

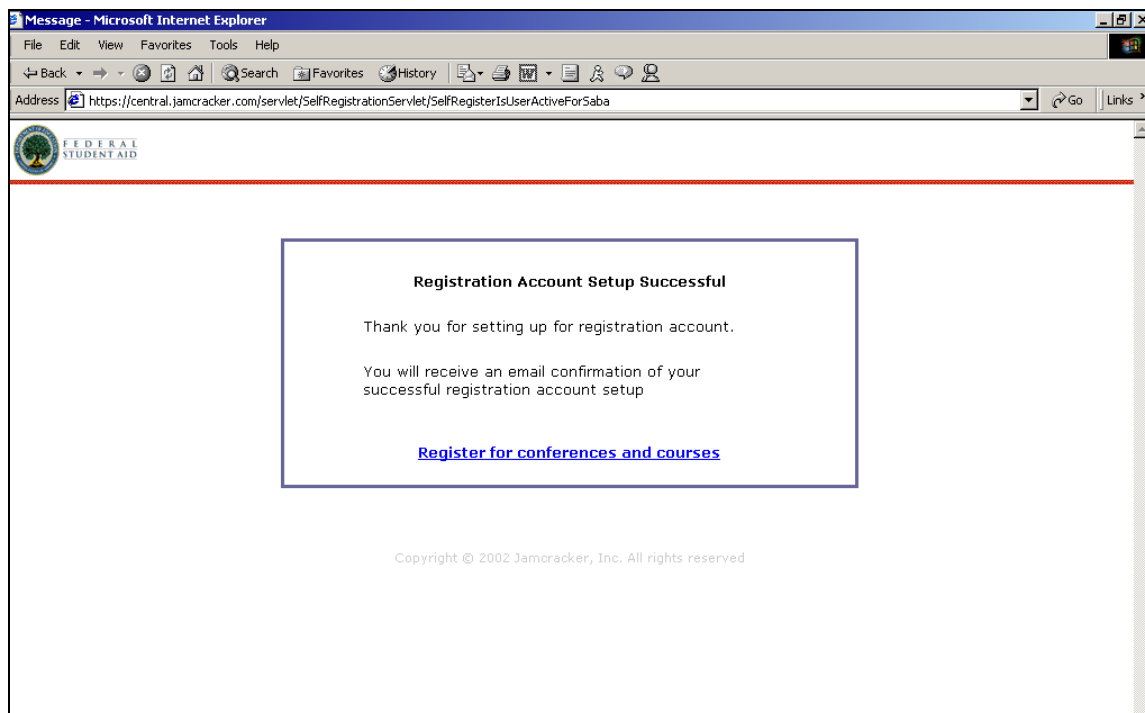
Set-up: Create a Registration Account



Step 11: Wait until your registration account is set-up.

A "Registration Account Setup Successful" window will appear.

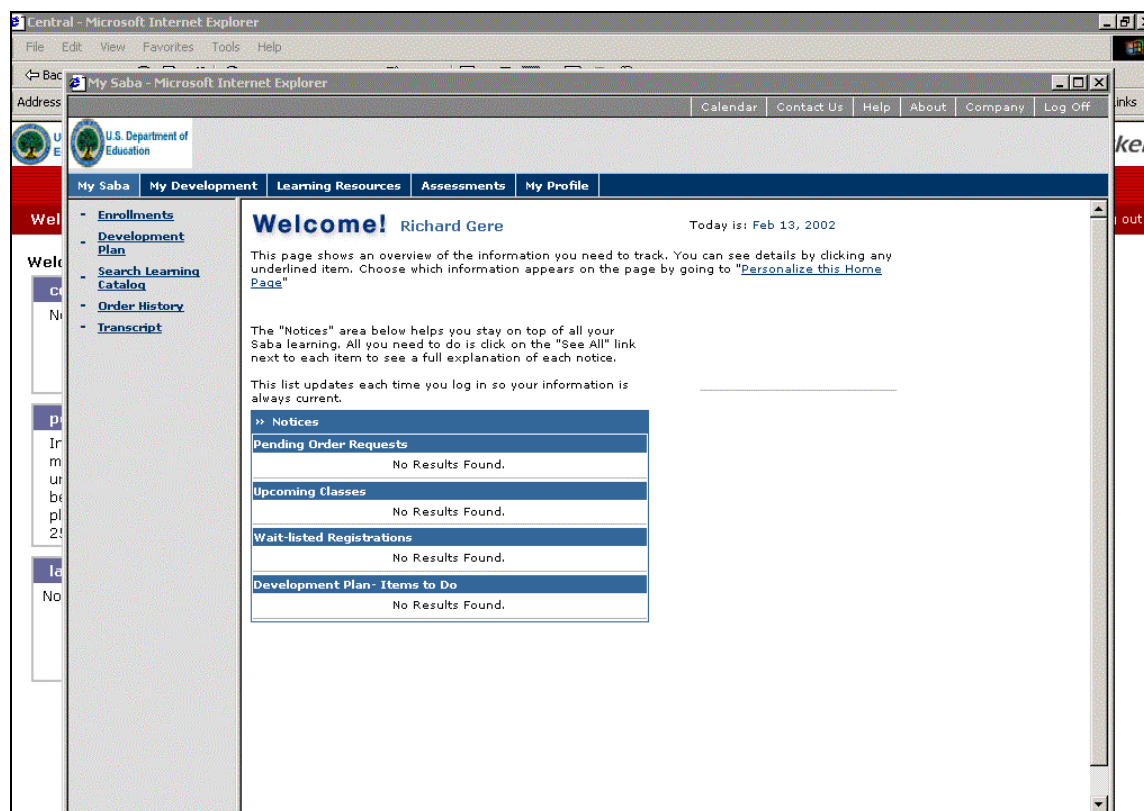
NOTE: THE WAIT SHOULD NOT TAKE LONGER THAN ONE MINUTE.





Step 12: Click on the “Register for conference and courses” link to launch the Registration System.

A temporary “Welcome to FSA University” window will appear. After several seconds, the Registration System will launch automatically.



Step 13: Maximize the Registration System window by clicking on the maximize button in the upper right corner of this window.

Final step.



LOG INTO THE REGISTRATION SYSTEM

Logging in the Registration System is not required to view a list of FSA University's offered workshops and conferences, but you must log in before registering for a workshop or conference. You must also log in to access your personal registration account. Because the registration process is faster if you log in before searching the list of offerings, it is recommended that you log in each time you access the Registration System.

The focus of this section is to learn:

- How to log into the Registration System
- How to obtain a forgotten login username
- How to reset a forgotten login password

The following sections should be completed before beginning this section:

- Create a Registration Account

To log into the Registration System:

Step 1: From the FSA University Training site, click on the link to the Registration System.

A login page will appear.

FSA Central - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History

Address om/agent/forms/login.fcc?TYPE=33554433&REALMOID=06-3bb3ff3a-d0c9-0019-0000-713000007130&GUID=85MAUTHREASON=0&TARGET=https://sfa.jamcracker.com/ Go Links

FEDERAL STUDENT AID

FSA UNIVERSITY Welcome To FSA University

> User Alert Important Information for Users

Please view our certified browsers and operating systems [matrix](#).

Important Notice: We recommend Internet Explorer 5.5 SP1 users download and install the latest Microsoft Java Virtual Machine version from http://www.microsoft.com/java/vm/dl_vm40.htm. If you have any questions, please contact the [Service Center](#).

Already Have A Registration Account?

Username:

Password:

[login](#)

[Having trouble logging in?](#)

New to FSA University?

[Sign Up Now](#)

for a registration account, so that you can register for conferences and courses.

Are you a guest user?

[Browse the Learning Catalog](#)

For technical support call **602-282-8450**
For registration information call **202-377-3941**
[FSA Privacy Statement](#)

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SFA University Registration System Guide

Prior to Conference/Workshop: Log in the Registration System

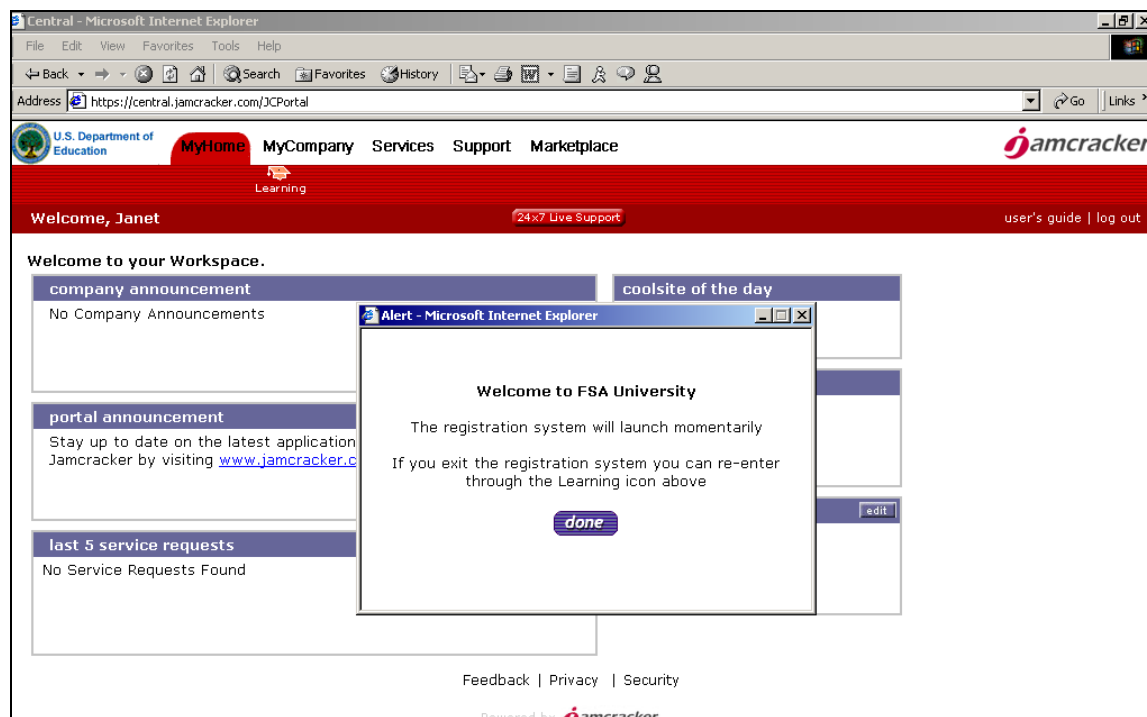
Step 2: In the “Username:” field, enter your personal username.

Step 3: In the “Password:” field, enter your personal password.

NOTE: YOUR USERNAME AND PASSWORD WERE CREATED WHEN SETTING-UP FOR A REGISTRATION ACCOUNT. IF YOU HAVE FORGOTTEN YOUR USERNAME OR PASSWORD, REFER TO THE SECTIONS BELOW.

Step 4: Click on the “Login” button.

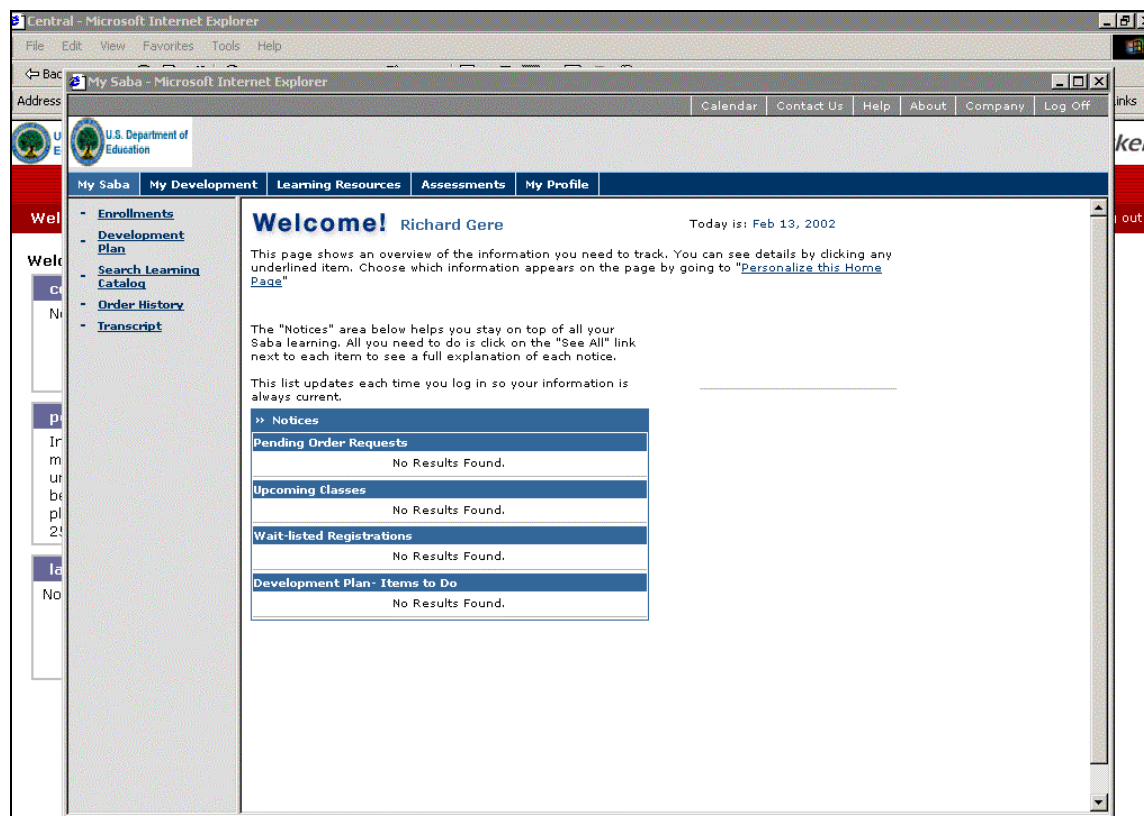
A Jamcracker window and temporary “Welcome to FSA University” window will appear. After a few seconds, the Registration System will launch automatically.





SFA University Registration System Guide

Prior to Conference/Workshop: Log in the Registration System



Step 5: Maximize the Registration System window by clicking on the maximize button in the upper right corner of this window.

To retrieve your username if forgotten:

Step 1: If you have forgotten your username, click on the “Having Trouble Logging In?” link on the login page.

A “Login Help” page will appear.

Step 2: Click on the “Retrieve Your Username” link.

A “Forgot Your Username?” page will appear.



SFA University Registration System Guide

Prior to Conference/Workshop: Log in the Registration System

Forgot Your Username?

If you've created a registration account in the past and don't remember your Username, please complete the following information. All fields are mandatory. If your authentication is successful, you will be logged in to FSA University. You can retrieve your username from the Profiles and the Services section.

Please remember to select the correct security question and type in the exact answer that you provided.

* Your Email Address:

* Password:

A. What is your mother's maiden name? ☒

B. What is your favorite color? ☐

C. What is your favorite number? ☐

D. When is your anniversary? ☐

E. What elementary school did you attend? ☐

F. Who is your best friend? ☐

* Now type your answer:

Step 3: Enter information in all fields on the “Forgot Your Username?” page and click on the “Submit” button.

An email will be sent to you with your username.

NOTE: THE SECURITY QUESTION AND ANSWER WERE CREATED WHEN YOU SET UP YOUR REGISTRATION ACCOUNT IN THE SYSTEM.

To reset your password if forgotten:

Step 1: Click on the “Reset Your Password” link on the login page.

A “Forgot Your Password?” page will appear.



SFA University Registration System Guide

Prior to Conference/Workshop: Log in the Registration System

Forgot Your Password?

If you've created a registration account in the past and dont remember your password. Please complete the following information. All fields are mandatory. If this verification is successful, you will be prompted to enter a new password.

Please remember to select the correct security question and type in the exact answer that you provided.

* User Login:

* Your Email Address:

A. What is your mother's maiden name? ☐

B. What is your favorite color? ☐

C. What is your favorite number? ☐

D. When is your anniversary? ☐

E. What elementary school did you attend? ☐

F. Who is your best friend? ☐

* Now type your answer:

Step 2: Enter information in all fields on the “Forgot Your Password?” page and click on the “Submit” button.

If the selected security question and answer were correct, you will be prompted to change your password and the Jamcracker “My Home” page will open.

NOTE: THE SECURITY QUESTION AND ANSWER WERE CREATED WHEN YOU SET UP YOUR REGISTRATION ACCOUNT IN THE SYSTEM.



SFA University Registration System Guide

Prior to Conference/Workshop: Log in the Registration System

Step 3: To launch the Registration System, click on the “Learning” icon on the top navigation bar.

Central - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [L9J2Wf2sZhsYTyl1mVvOyuwGj610996160383477242/174331397/6/7001/7001/7002/7002/7001/-1-276949698457266818/174331398/6/7001/7001/7002/7002/7001/-1](#) Go Links »

U.S. Department of Education MyHome MyCompany Services Support Marketplace Admin

IT Reporter Forum Learning

Welcome, Allison 24x7 Live Support user's guide | log out

Welcome to your Workspace.

company announcement

portal announcement

In preparation for updates to Jamcracker Enterprise, there will be a maintenance window starting at 10:00PM PST on Saturday 2/9/02 until 3:00AM Sunday 2/10/02. During this time, Jamcracker Central will be unavailable. If you or others in your organization have questions, please contact the Jamcracker Service Center directly at (877) 848-2586 or (602) 282-8400.

last 5 service requests

Case#	Description	Status
178739-02132002	Provision SABA-LEARNING-..	Open
178735-02132002	Provision BB-INFOPOP for..	Closed
178727-02122002	Provision BB-INFOPOP for..	Closed
152274-10172001	Test: Test on CF1 chat s..	Closed
150833-10112001	Workspace : Perform.com ..	Closed

Feedback | Privacy | Security

Powered by **jamcracker**

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Final step.



SEARCH & REGISTER FOR CONFERENCE OR WORKSHOP

This walkthrough describes the steps of searching and registering for a conference or workshop in the Registration System. Searching for and locating a conference or workshop must occur before registering for a training event. These same steps should be followed for adding your name to a waitlist for a training event. The System allows searching the Learning Catalog by conducting a general or advanced search. Conference or workshop attachments can be viewed while searching the Learning Catalog.

Logging in to the Registration System is not required to view a list of FSA University's offered workshops and conferences, but you must log in before registering for a workshop or conference. You must also log in to access your personal registration account. Because the registration process is faster if you log in before searching the list of offerings, it is recommended that you log in each time you access the Registration System.

The focus of this section is to learn:

- How to search the Learning Catalog for workshops and conferences
- How to register for a conference or workshop

The following sections should be completed before beginning this section:

- Log into the Registration System (recommended if you plan to register for a workshop or conference but not required)

To search the Learning Catalog for workshops and conferences:

Step 1: Once the Registration System is accessed, either by logging in the System or by clicking on the link "Browse the Learning Catalog", click on the "Learning Catalog" tab in the top navigation bar.

A "Learning Catalog" search page will appear.



SFA University Registration System Guide

Prior to Conference/Workshop: Search & Register for Conference or Workshop

Step 2: To conduct an advanced search of the Catalog, enter information in the “Title”, “Group”, “Keyword”, and/or “Media” fields and then click on the “Go” button in the left sidebar. To see the entire Catalog, leave these optional fields empty and click on the “Go” button in the left sidebar.

A list of learning offerings that match the search parameters will appear.

NOTE: A DESCRIPTION OF THE ADVANCE SEARCH FIELDS IS PROVIDED IN THE CHART BELOW.

FIELD NAME	DESCRIPTION
TITLE	NAME OF ITEM IN THE CATALOG (E.G. CONFERENCE TITLE)
GROUP	FORMAT OF COURSE (E.G. CONFERENCE, WORKSHOP)
KEYWORD	GENERAL SUBJECT MATTER OF COURSE (E.G. TECHNICAL, REGULATORY, FINANCIAL MANAGEMENT)
MEDIA	MEDIA TYPE (E.G. ASSESSMENT, COURSE, ETC.)



SFA University Registration System Guide

Prior to Conference/Workshop: Search & Register for Conference or Workshop

The screenshot shows a web browser window titled "Learning Catalog - Microsoft Internet Explorer". The address bar shows "http://w19.sabahosted.com/SabaWeb". The page has a navigation bar with links: "Calendar", "Contact Us", "Help", "Customer Support", "About SFA", and "Log Off". Below this is a menu with "My Home", "My Development", "Learning Catalog", "Assessments", and "My Profile". The "Learning Catalog" section is active, showing a search bar with "Learning Catalog" selected. Below the search bar are fields for "Title:", "Group:", "Keyword:", and "Media:", each with a dropdown menu. A "GO" button is at the bottom of these fields. To the right, a "Search Results: 12 found" banner is displayed. Below the banner, a table lists the search results:

Register	Title	Media
	Book on CD	CD
	Brown Bag Lunch	Course
	Financial Aid Conference	Course
	Getting to Know SFA	CD
	Helping America Through School	Course
	James Bond Addicts	Course
	Laser Pens	Video
	Public Speaking Guide Book	Book
	SFA Spring Conference	Course
	TEST: Instructor Sec. List	Course
	Title IV Book	Book
	Underwater Basket Weaving	Course

Step 3: To view more information on the course, click on the course title link in the "Title" column.

A "Course Details" page will appear.

NOTE: COURSE ATTACHMENTS CAN BE VIEWED FROM THE "COURSE DETAILS" PAGE BY CLICKING ON THE BULLETED LINKS BELOW THE COURSE ABSTRACT.



SFA University Registration System Guide

Prior to Conference/Workshop: Search & Register for Conference or Workshop

Learning Catalog - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail News RSS

Address <http://w19.sabahosted.com/SabaWeb> Go Links

Calendar Contact Us Help Customer Support About SFA Log Off

My Home My Development **Learning Catalog** Assessments My Profile

Search:

Learning Catalog

[Full Catalog](#) | [Class Only](#)

Title:

Group: All Groups

Keyword:

Media:

GO

Course Details

Title	Course Number	Product Group	Duration (Hrs)
SFA Spring Conference CONF1111		CONF	0

Abstract:

The U.S. Department of Education is sponsoring its new "FSA Spring Conference." If you liked the old Direct Loan Conference, you will get all that information in the new "FSA Spring Conference," including sessions on Common Origination and Disbursement, Verification, Quality Assurance, Reauthorization, Policy and Program Updates, and much more. We will also use this opportunity to share experiences and best practices drawn from the whole mosaic of student aid.

- [Conference Preview Materials \(English Locale\)](#)

[Choose Class Time and Place](#)

[Add to Development Plan](#)

[Back](#)

Step 4: To find a list of classes for the selected course, click on the "Choose Place and Time" link.

A "Find a Class: (Course Name)" page will appear.



SFA University Registration System Guide

Prior to Conference/Workshop: Search & Register for Conference or Workshop

The screenshot shows a web browser window titled "Learning Catalog - Microsoft Internet Explorer". The address bar shows "http://w19.sabahosted.com/SabaWeb". The page has a navigation bar with links: "Calendar", "Contact Us", "Help", "Customer Support", "About SFA", and "Log Off". Below this is a menu with "My Home", "My Development", "Learning Catalog", "Assessments", and "My Profile". The "Learning Catalog" section is active, showing a search interface. On the left, there is a "Search:" section with a "Learning Catalog" dropdown, "Full Catalog" and "Class Only" links, and input fields for "Title:", "Group:" (with an "All Groups" dropdown), "Keyword:", and "Media:". A "GO" button is at the bottom of this section. The main content area is titled "Find a Class for: SFA Spring Conference". It has four search criteria: "Find by Location" (dropdown: "All Locations"), "Find by Facility" (dropdown: "All Facilities"), "Start Date After" (text: "02/01/2002"), and "Start Date Before" (text: "12/18/2002"). A "GO" button is to the right. Below the search criteria is a table with the following data:

Register	Title	Class Number	Location	Facility	Start Date	End Date	Sessions	Seats Avail	On Wait
	CONF1111 SFA Spring Conference	001014	US - MD - Baltimore	Marriott Baltimore Waterfront Hotel	9/2/02	9/2/02	M 9-5	9995	0

Step 5: To sort the list of classes by location, facility, or date, select the appropriate option for the "Find by Location", "Find by Facility", "Start Date After", and/or "Start Date Before" fields and click on the "Go" button.

NOTE: MORE INFORMATION ABOUT THE COURSE, LOCATION OR FACILITY CAN BE ACCESSED BY CLICKING ON THE COURSE TITLE, LOCATION, AND FACILITY LINKS RESPECTIVELY.

Step 6: To access more information about a class, click on the class number link in the "Class Number" column.

A detailed "Find a Class for: (Course Name)" page will appear.

NOTE: CLASS ATTACHMENTS CAN BE VIEWED FROM THE "CLASS DETAILS" PAGE BY CLICKING ON THE BULLETED LINKS BELOW THE ABSTRACT.



SFA University Registration System Guide

Prior to Conference/Workshop: Search & Register for Conference or Workshop

Learning Catalog - Microsoft Internet Explorer

Address: http://w19.sabahosted.com/SabaWeb

Calendar | Contact Us | Help | Customer Support | About SFA | Log Off

My Home | My Development | **Learning Catalog** | Assessments | My Profile

Search: Learning Catalog

Full Catalog | Class Only

Title: []

Group: All Groups

Keyword: []

Media: []

GO

Find a Class for: SFA Spring Conference

Find by Location: All Locations | Find by Facility: All Facilities | Start Date After: 02/01/2002 | Start Date Before: 12/18/2002 | GO

Class Details

Location	Facility	Start Date	End Date	System Status	Session Template
US - MD - Baltimore Marriott Baltimore Waterfront Hotel		09/02/2002	09/02/2002	Open - Normal	M 9-5

Abstract:

The U.S. Department of Education is sponsoring its new "SFA Spring Conference." If you liked the old Direct Loan Conference, you will get all that information in the new "SFA Spring Conference," including sessions on Common Origination and Disbursement, Verification, Quality Assurance, Reauthorization, Policy and Program Updates, and much more. We will also use this opportunity to share experiences and best practices drawn from the whole mosaic of student aid.

- [Conference Preview Materials \(English Locale\)](#)

Instructor

Instructor Name	Office Hours
No Results Found.	

[Register](#)

[Back](#)

To register for a conference or workshop:

Step 1: Once you have identified the conference session or workshop class for which you want to register, click on the register icon to the left of the course title.

A "Confirm Your Request" window will open. The class selected for registration will be listed.

Shopping Cart - Microsoft Internet Explorer

Address: 000000001005&sessionKey=1888205021&no_of_units=%A0&dummy=0.12240752954052641

Confirm Your Request

Please enter information below and click the **check Out** button to complete your request. If you don't wish to continue, click [Return to Learning Catalog](#)

Your user name: sfapartner

[check Out](#)

Items Requested	Student Name	Delete
CONF1111 SFA Spring Conference:US - MD - Baltimore:09/02/2002:09/02/2002	SFA Partner	

NOTE: IF YOU HAVE NOT LOGGED IN THE SYSTEM YET, YOU MUST LOG IN BEFORE YOU CAN REGISTER FOR THE CONFERENCE OR WORKSHOP.



NOTE: IF THE WRONG CLASS IS DISPLAYED IN THE “CONFIRM YOUR REQUEST” WINDOW, CLICK ON THE DELETE ICON IN THE RIGHT COLUMN TO REMOVE IT.

NOTE: ADDITIONAL CLASSES CAN BE ADDED TO THE SAME REQUEST FORM. IF MORE CLASSES NEED TO BE ADDED, CLOSE THE “CONFIRM YOUR REQUEST” WINDOW AND CONTINUE SEARCHING AND SELECTING CLASSES FOR REGISTRATION.

Step 2: Click on the “Check Out” button.

An “Order Receipt” window will open. The class selected for registration will be listed.

Items Requested	Student Name	How Many	Item Status
CONF1111 SFA Spring Conference:US - MD - Baltimore:09/02/2002:09/02/2002	SFA Partner	1	Open - Confirmed

NOTE: BE SURE TO NOTE THE REGISTRATION STATUS IN THIS WINDOW. IF THE CLASS IS FULL, THIS STATUS WILL BE “OPEN – WAIT LIST”. THIS STATUS MEANS THAT THE REGISTRATION HAS BEEN WAITLISTED.

Step 3: Click on the “Close” button, if there are no accessibility needs or special requests.

NOTE: ALL CLASS REGISTRATIONS CAN BE VIEWED BY CLICKING ON THE “MY DEVELOPMENT” TAB.

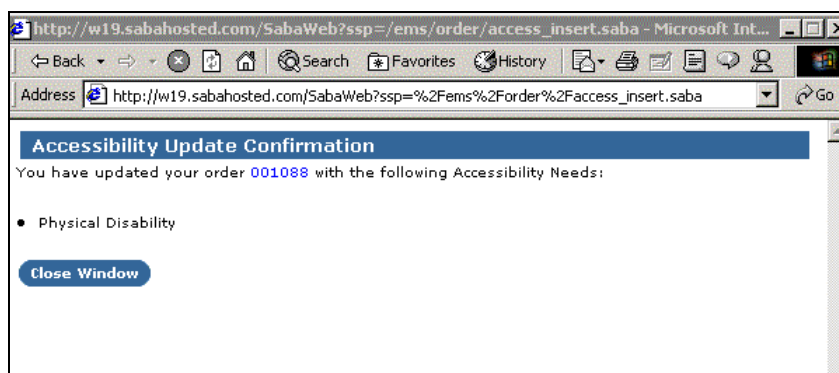


Step 4: If accessibility or other special requests are required, then select the checkbox to left of the appropriate request and describe the need in the text box to the right of the request.

NOTE: USE THE “SPECIAL REQUESTS” FIELD TO DOCUMENT ADDITIONAL NEEDS.

Step 5: Click on the “Update Accessibility Needs” button.

An “Accessibility Update Confirmation” window will appear listing updated accessibility needs or special requests.



Step 6: Click on the “Close Window” button.

NOTE: ALL CLASS REGISTRATIONS CAN BE VIEWED BY CLICKING ON THE “MY DEVELOPMENT” TAB.

Final step.



VIEW & CANCEL REGISTRATION

Current registrations can be viewed and cancelled in the Registration System. Logging in the Registration System is required to view and cancel current registrations for a conference or workshop.

What is covered in this section:

- How to view and cancel registrations

The following sections should be completed before beginning this section:

- Log into the Registration System
- Search & Register for Conference or Workshop

To view and cancel registrations:

Step 1: Click on the “My Development” tab in the top navigation bar.

An “Enrollments: (Your Name)” page will appear.

My Development - Microsoft Internet Explorer

Address: <http://w19.sabahosted.com/SabaWeb>

Calendar | Contact Us | Help | Customer Support | About SFA | Log Off

My Home | My Development | Learning Catalog | Assessments | My Profile

Enrollments: SFA Partner [View Transcript](#)

Date Request	Title	Version	Category	Location	Date	Status	Action
2/1/02	SFA Spring Conference		Class	US - MD - Baltimore	9/2/02-9/2/02	Open - Confirmed	

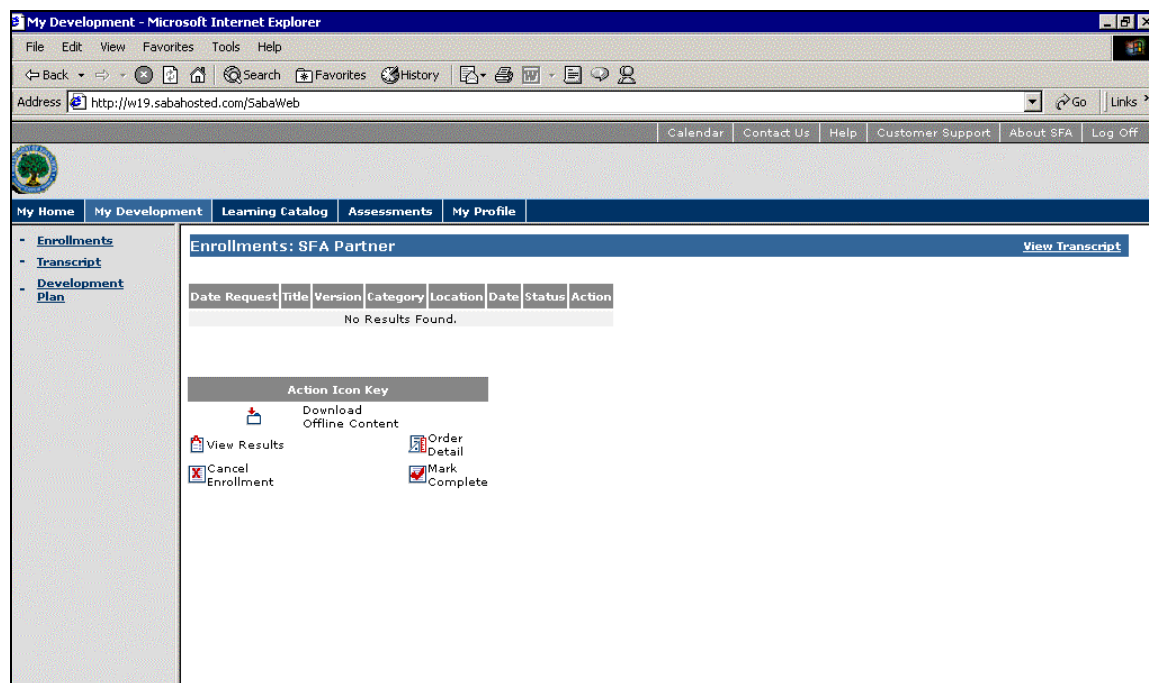
Action Icon Key

- Download Offline Content
- View Results
- Cancel Enrollment
- Order Detail
- Mark Complete



Step 2: To cancel a registration, click on the delete icon in the far right “Action” column corresponding with the registration that needs canceling.

An updated “Enrollments: (Your Name)” page will appear with the registration removed.



Final step.



VIEW TRANSCRIPT

The Registration System tracks the conferences and workshops you have registered for using the System and attended. You can access this information by viewing your transcript.

The objective of this section is to learn:

- How to view personal transcript

What other sections should be completed before beginning this section:

- Log into the Registration System

To view your transcript:

Step 1: Click on the “My Development” tab in the top navigation bar.

An “Enrollments: (Your Name)” page will appear.

The screenshot shows a web browser window titled "My Development - Microsoft Internet Explorer". The address bar shows "http://w19.sabahosted.com/SabaWeb". The page has a navigation bar with tabs: "My Home", "My Development", "Learning Catalog", "Assessments", and "My Profile". The "My Development" tab is selected. On the left, there is a sidebar with links: "Enrollments", "Transcript", and "Development Plan". The main content area is titled "Enrollments: SFA Partner" and includes a "View Transcript" link. Below the title is a table with the following data:

Date Request	Title	Version	Category	Location	Date	Status	Action
2/1/02	SFA Spring Conference		Class	US - MD - Baltimore	9/2/02-9/2/02	Open - Confirmed	

Below the table is an "Action Icon Key" section with the following icons and descriptions:

- Download Offline Content
- View Results
- Cancel Enrollment
- Order Detail
- Mark Complete



SFA University Registration System Guide

After Attending Conference/Workshop: View Transcript

Step 2: Click on the “Transcript” link in the left sidebar.

A “Transcript: (Your Name)” page will appear, listing all classes completed.

The screenshot shows a web browser window titled "My Development - Microsoft Internet Explorer". The page is the "Transcript: SFA Partner" page. The left sidebar contains a menu with "Enrollments", "Transcript", and "Development Plan". The main content area displays a table of completed classes. Below the table is an "Action Icon Key" with icons for Download, View Results, History, Order Detail, Mark Complete, and Offline Content.

Completed	Title	Version	Type	Status	Expires On	Updated On	Updated By	Action
02/18/2002	2002 Precertification Training		Class	Successful		02/25/2002	sfa_allison.webster	
02/20/2002	2002 Spring Workshop		Class	Successful		02/25/2002	sfa_allison.webster	

Action Icon Key

- Download
- View Results
- History
- Order Detail
- Mark Complete
- Offline Content

Final step.



SUBMIT CLASS EVALUATION

The Registration System can also automate the process of gathering feedback about attended training events. Evaluations for all attended conferences and workshops will be available through the System.

The objective of this section is to learn:

- How to submit an evaluation

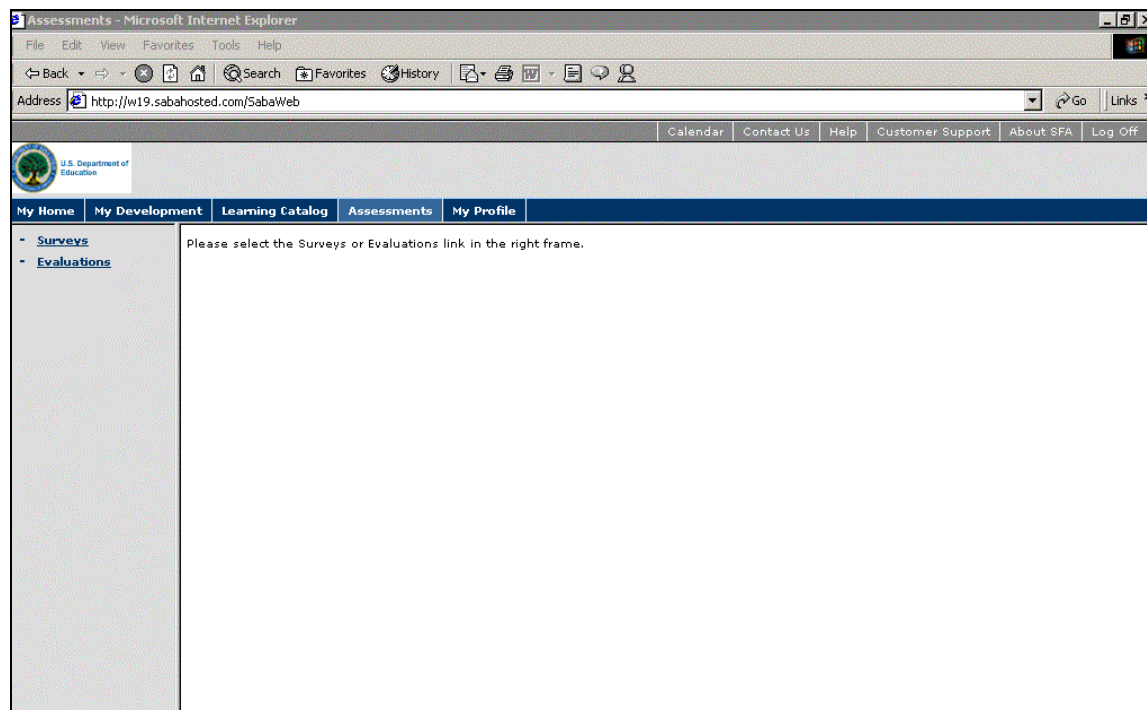
What other sections should be completed before beginning this section:

- Log into the Registration System

To submit an evaluation:

Step 1: From the “MyHome” page, click on the “Assessments” tab in the top navigation bar.

An “Assessments” page will appear.





SFA University Registration System Guide

After Attending Conference/Workshop: Submit Class Evaluation

Step 2: Click on the “Evaluations” link in the left sidebar.

An “Evaluations” page will appear, listing evaluations to be completed. A new evaluation has the status of “New Request”.

Assessments - Microsoft Internet Explorer

U.S. Department of Education

My Home My Development Learning Catalog Assessments My Profile

Surveys Evaluations

Evaluations: SFA Partner

Here is a list of evaluations you have been selected to respond.

For an evaluation with "New Request" status, please choose to accept or decline the request. Then click "Submit".

For an evaluation with "Accepted" or "In Progress" status, please click on the evaluation name to start or complete your response.

Evaluation Name	Product / Class	Type	Status	Response	Delete
2002 Precertification Training Evaluation	001040:2002 Precertification Training	Class Evaluation	New Request	<input type="radio"/> Accept <input type="radio"/> Decline	
2002 SFA Spring Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	New Request	<input type="radio"/> Accept <input type="radio"/> Decline	
2002 EAC Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	New Request	<input type="radio"/> Accept <input type="radio"/> Decline	
2002 Financial Management Workshop Evaluation	001040:2002 Precertification Training	Class Evaluation	New Request	<input type="radio"/> Accept <input type="radio"/> Decline	

Submit Cancel

Step 3: Select the “Accept” radio button to accept an evaluation, or select the “Decline” radio button to decline an evaluation.

NOTE: YOU CAN ACCEPT AND/OR DELINE MORE THAN ONE EVALUATION BEFORE CLICKING THE “SUBMIT” BUTTON.

Step 4: Click on the “Submit” button.

NOTE: ONCE AN EVALUATION HAS BEEN ACCEPTED OR DECLINED, ITS STATUS CHANGES TO “CONFIRMED” OR “DECLINED” RESPECTIVELY. AFTER AN EVALUATION IS DECLINED, IT CAN BE DELETED FROM THE EVALUATION LIST BY CLICKING ON THE DELETE ICON IN THE RIGHT HAND COLUMN.



SFA University Registration System Guide

After Attending Conference/Workshop: Submit Class Evaluation

My Saba - Microsoft Internet Explorer

Back Forward Stop Search Favorites History Print W Help Log Off

Calendar Contact Us Help Customer Support About SFA Log Off

U.S. Department of Education

My Home My Development Learning Catalog Assessments My Profile

Surveys
Evaluations

Evaluations: SFA Partner

Here is a list of evaluations you have been selected to respond.

For an evaluation with "New Request" status, please choose to accept or decline the request. Then click "Submit".

For an evaluation with "Accepted" or "In Progress" status, please click on the evaluation name to start or complete your response.

Evaluation Name	Product / Class ▲	Type	Status	Response	Delete
2002 Precertification Training Evaluation	001040:2002 Precertification Training	Class Evaluation	Accepted		
2002 SFA Spring Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	Declined		
2002 EAC Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	Declined		
2002 Fiscal Management Workshop Evaluation	001040:2002 Precertification Training	Class Evaluation	Accepted		

Submit Cancel

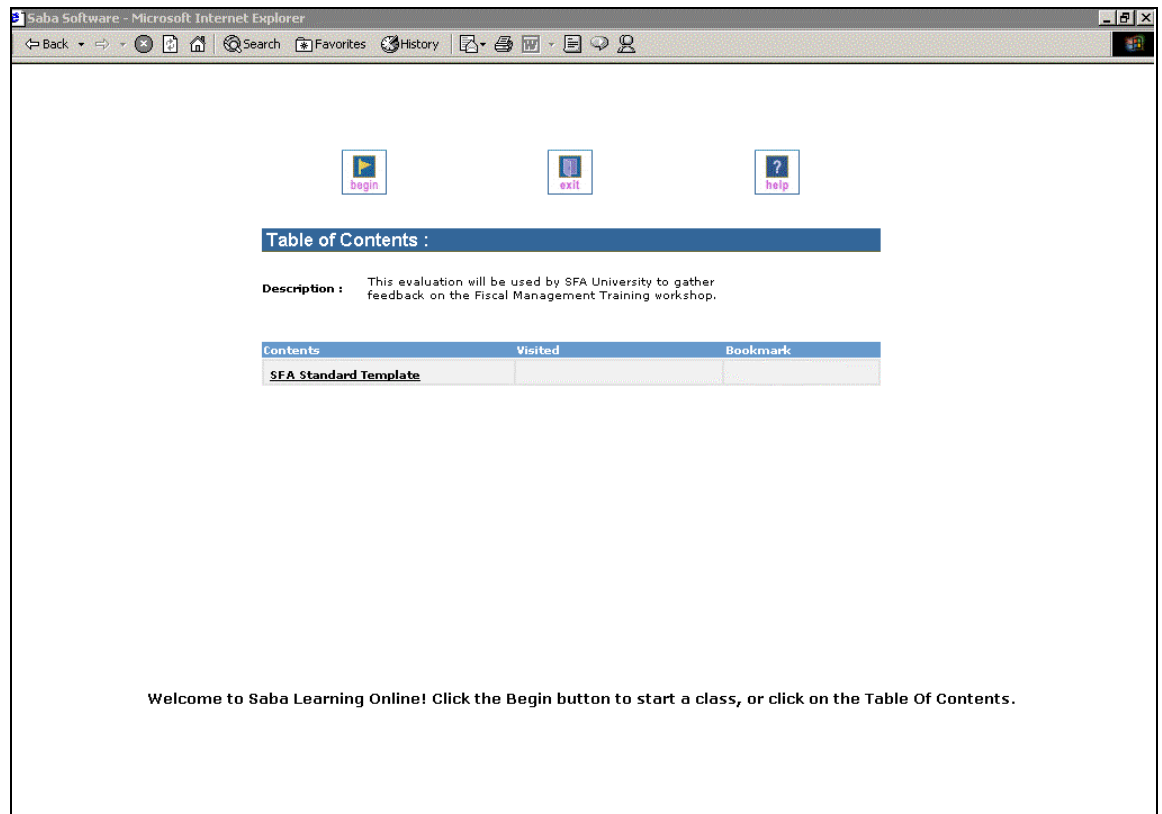
Step 5: If the evaluation was accepted, click on the evaluation name link in the "Evaluation Name" column.

A "Welcome to Saba Learning Online" page will appear.



SFA University Registration System Guide

After Attending Conference/Workshop: Submit Class Evaluation



Step 6: Click on the “Begin” button.

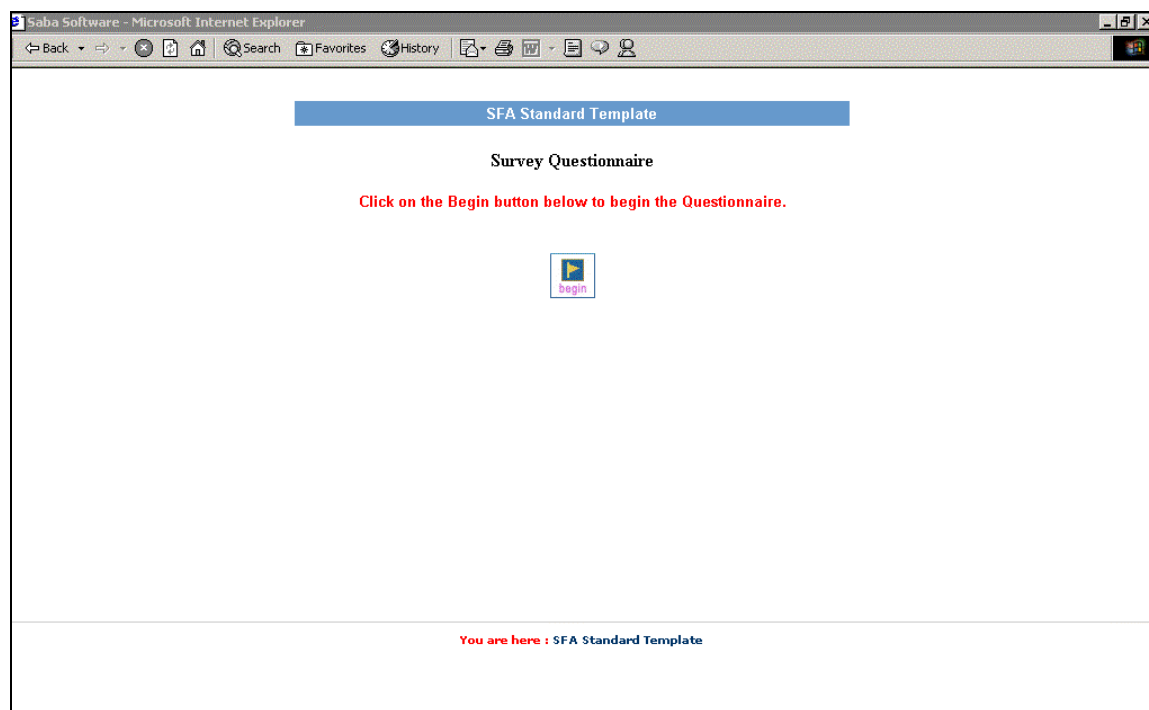
NOTE: IT IS NOT NECESSARY TO ANSWER ALL QUESTIONS IN AN EVALUATION AT ONE TIME. BY CLICKING ON THE “SAVE FOR LATER” BUTTON, IT IS POSSIBLE TO RESPOND TO THE EVALUATION QUESTIONS IN PHASES AND WAIT TO SUBMIT THE EVALUATION UNTIL ALL QUESTIONS ARE ANSWERED.

An introductory page to the evaluation will appear.



SFA University Registration System Guide

After Attending Conference/Workshop: Submit Class Evaluation



NOTE: USE THE NAVIGATIONAL ARROWS AT THE BOTTOM OF EACH QUESTION PAGE TO NAVIGATE FORWARDS AND BACKWARDS THROUGH THE SURVEY.

NOTE: AT ANY TIME WHILE COMPLETING THE EVALUATION, CLICKING ON THE “CLEAR ENTRIES” BUTTON CAN CLEAR ALL ENTRY RESPONSES.



Step 7: Complete the evaluation questions and click on the “Submit” button.

A pop-up window will open, asking “Are you sure you want to submit the Test?”

Step 8: Click on the “OK” button.

Step 9: Click on the “Exit” button.

A pop-up window will open, asking “Are you sure you want to Exit?”



SFA University Registration System Guide

After Attending Conference/Workshop: Submit Class Evaluation

Step 10: Click on the “OK” button.

The “Evaluations: (Your Name)” page will appear. The status of the finished evaluation is marked “Completed.”

My Saba - Microsoft Internet Explorer

U.S. Department of Education

My Home My Development Learning Catalog Assessments My Profile

Surveys Evaluations

Evaluations: SFA Partner

Here is a list of evaluations you have been selected to respond.

For an evaluation with "New Request" status, please choose to accept or decline the request. Then click "Submit".

For an evaluation with "Accepted" or "In Progress" status, please click on the evaluation name to start or complete your response.

Evaluation Name	Product / Class	Type	Status	Response	Delete
2002 Precertification Training Evaluation	001040:2002 Precertification Training	Class Evaluation	Accepted		
2002 SFA Spring Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	Declined		
2002 EAC Conference Evaluation	001040:2002 Precertification Training	Class Evaluation	Declined		
2002 Fiscal Management Workshop Evaluation	001040:2002 Precertification Training	Class Evaluation	Completed		

[Submit](#) [Cancel](#)

NOTE: ONCE AN EVALUATION HAS A STATUS OF “COMPLETED”, THEN IT CAN BE DELETED FROM THE EVALUATION LIST BY CLICKING ON THE DELETE ICON IN THE RIGHT COLUMN.

Final step.



VIEW & EDIT PERSONAL PROFILE IN REGISTRATION SYSTEM

Each user in the Registration System creates a personal profile when setting up their registration account in the System. A personal profile includes information such as your name, email address, and work phone number. Keeping this information up-to-date is important so that FSA University and the System can work effectively.

The objective of this section is to learn:

- How to view and edit Registration System personal profile

What other sections should be completed before beginning this section:

- Log into the Registration System

To view and edit personal profile:

Step 1: From the “MyHome” page, click on the “My Profile” tab in the top navigation bar.

A “Personal Information” page will appear.



SFA University Registration System Guide

Maintenance: View& Edit Personal Profile in Registration System

My Profile - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Mail News RSS

Address http://w19.sabahosted.com/SabaWeb Go Links

Calendar Contact Us Help Customer Support About SFA Log Off

My Home My Development Learning Catalog Assessments My Profile

Personal Information

red - denotes required information

First Name Last Name Title

User Name Security Keyword

Job Title Job Type E-mail

Tax Exempt? ☐

Home Phone Work Phone Fax

Address1

Address2

City State Zip

Town State Zip

Country

USA

Enter mailing address if different from above or click the button to copy the address from above.

Copy

Phone Fax

Address1

Address2

City State Zip

Country

Save

Step 2: Edit the necessary fields of the “Personal Information” page.

Step 3: Click on the “Save” button.

A “Save Status” page will appear with the message, “Your personal information was updated successfully”.

Final step.



CUSTOMIZE “MY HOME” PAGE

The Registration System enables you to customize your “My Home” page. You can use these customizations to determine the time frame reflected on the “Home Page” (e.g. upcoming registrations within the next 90 days), notices to be displayed (e.g. upcoming events, surveys/evaluations awaiting response, waitlisted registrations), quick links (i.e. links that appear in the left sidebar), and personal web links (i.e. FSA University’s Training Site).

The objective of this section is to learn:

- How to customize the “My Home” page

What other sections should be completed before beginning this section:

- Log into the Registration System

To customize the “My Home” page:

Step 1: From the “My Home” page, click on the “My Profile” tab in the top navigation bar.

A “Personal Information” page will appear.



Step 2: Click on the “Personalize Homepage” link in the left sidebar.

A “Personalize Homepage” page will appear.

Step 3: Edit settings on “Personalize Home Page” page.

NOTE: A CHECKMARK TO THE LEFT OF A SETTING INDICATES THAT THE NOTICE OR LINK WILL APPEAR ON THE “MY HOME” PAGE.

Step 4: Click on the “Save” button.

A “My Home” page will appear, reflecting the personalized changes identified on the “Personalize Home Page” page.

Final step.



CHANGE PASSWORD

Your login password to the Registration System should be changed periodically. Changing your login password is the only activity that must be done using the Jamcracker portal.

The objective of this section is to learn:

- How to change your login password

What other sections should be completed before beginning this section:

- Log into the Registration System

To change your login password:

Step 1: Close the Registration System window after logging in.

A Jamcracker “My Home” page will be visible.

NOTE: THE REGISTRATION SYSTEM WINDOW IS THE SMALLER WINDOW THAT OPENED OVER ANOTHER BROWSER WINDOW.

The screenshot shows the Jamcracker MyHome page. The browser is Microsoft Internet Explorer. The page has a red header with the Jamcracker logo and navigation links: MyHome, MyCompany, Services, Support, Marketplace, Admin. Below the header, there's a red banner with "Welcome, Allison" and "24x7 Live Support". The main content area is titled "Welcome to your Workspace." and contains several sections: "company announcement", "portal announcement" (with a maintenance window notice), "last 5 service requests" (a table of requests), "cool site of the day", "my profile" (with links to Edit My Profile and Change Password), and "my favorites". The footer includes "Feedback | Privacy | Security", "Powered by Jamcracker", and "Copyright © 2001 Jamcracker, Inc. All rights reserved".

Case#	Description	Status
178739-02132002	Provision SABA-LEARNING-..	Open
178735-02132002	Provision BB-INFOPOP for..	Closed
178727-02122002	Provision BB-INFOPOP for..	Closed
152274-10172001	Test: Test on CF1 chat s..	Closed
150833-10112001	Workspace : Perform.com ..	Closed



Step 2: From the Jamcracker MyHome page, click on the “Change Password” link.

A “Change Password” page will appear.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Jamcracker MyHome page. The page has a red header with the U.S. Department of Education logo, navigation links (MyHome, MyCompany, Services, Support, Marketplace), and the Jamcracker logo. Below the header, a red banner says "Welcome, Janet" and "24x7 Live Support". The main content area features a "Change Password" link. Below this link is a form titled "Change your password" with three input fields: "Old Password", "New Password", and "Confirm New Password". There are "submit" and "cancel" buttons at the bottom of the form. The footer includes links for "Feedback", "Privacy", and "Security", and a copyright notice for 2001 Jamcracker, Inc.

Step 3: In the “Old Password” field, enter old password.

Step 4: In the “New Password” field, enter new password.

NOTE: THE LOGIN PASSWORD MUST BE AT LEAST 6 CHARACTERS IN LENGTH AND CONTAIN BOTH NUMBERS AND LETTERS. PASSWORDS ARE CASE SENSITIVE.

Step 5: In the “Confirm New Password” field, enter new password again.

Step 6: To save changed password, click on the “Submit” button.

A “Password Change Confirmation” page will appear.

Step 7: Click on the “Done” button to return to the Jamcracker MyHome page.

NOTE: TO LAUNCH THE LEARNING MANAGEMENT SYSTEM AGAIN, CLICK ON THE “LEARNING” ICON ON THE TOP NAVIGATION BAR.

Final step.